

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 8/16/06

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

AGENDA ITEM WORDING: Approval of and authorization for the Mayor to execute a Purchase Service Order with URS, for DBE Implementation Services for the Key West International Airport, and the Marathon Airport.

ITEM BACKGROUND: This project will be funded 95% by the Federal Aviation Administration, and 5% by Operating Revenue.

PREVIOUS RELEVANT BOCC ACTION: Approval of FAA grants 3-12-0037-028, and 3-12-0037-029, July 24, 2006.

CONTRACT/AGREEMENT CHANGES: New contract

STAFF RECOMMENDATION: Approval

TOTAL COST: \$179,770.00

BUDGETED: Yes

COST TO AIRPORTS: \$9,888.50

SOURCE OF FUNDS: FAA, Operating Revenue

COST TO PFC: None

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing X

Risk Management X

AIRPORT DIRECTOR APPROVAL



Peter J. Horton

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

/bev  
AO

# MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

## CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: Execution

Expiration Date: 365 days

Contract Purpose/Description: DBE Implementation Services for the Key West and Marathon Airports

Contract Manager: Bevette Moore  
(name)

# 5195  
(Ext.)

Airports - Stop # 5  
(Department/Courier Stop)

for BOCC meeting on: 8/16/06

Agenda Deadline: 8/1/06

## CONTRACT COSTS

Total Dollar Value of Contract: \$179,770.00

Budgeted? Yes

Grant: Yes - FAA

County Match: Airports Operating

Current Year Portion: ~\$5,000.00

Account Codes: Pending FAA Grant

# 3-12-0037-29

## ADDITIONAL COSTS

Estimated Ongoing Costs: n/a  
(not included in dollar value above)

For: .  
(eg. maintenance, utilities, janitorial, salaries, etc.)

## CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>7/26/06</u>	( ) <input checked="" type="checkbox"/>	<u>PJH</u> Peter J. Horton	<u>7/26/06</u>
Risk Management	<u>7/12/06</u>	( ) ( <input checked="" type="checkbox"/> )	<u>Maria S. G. G.</u> Maria S. G. G.	<u>7/12/06</u>
O.M.B./Purchasing	<u>7/19/06</u>	( ) ( )	<u>William Grumhaus</u> William Grumhaus for OMB	<u>7/20/06</u>
County Attorney	<u>7/19/06</u>	( ) ( )	<u>Pedra Menendo</u> Pedra Menendo County Attorney	<u>6/27/06</u>

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Memo

To: Board of County Commissioners  
From: Peter Horton, Director of Airports  
Date: 8/1/06  
Re: Agenda Item - URS 37

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This item requests approval of Purchase Service Order with URS, for DBE Implementation Services for the Key West International Airport, and the Marathon Airport.

The project will be funded 95% by the Federal Aviation Administration , and 5% by Operating Revenue.

The Commission approved FAA grants 3-12-0037-028, and 3-12-0037-029, which will fund this project, on July 24, 2006.

Thank you

/bev

**PURCHASE / SERVICE ORDER**  
**FOR**  
**MONROE COUNTY**

To: URS Purchase Service Order No. 05/06-37

Re: PSA Agreement, Dated: 1-1-02 Resolution

Project Name: EYW / MTH – DBE Implementation Services

Description of Services:

(SEE ATTACHED SCOPE OF SERVICE)

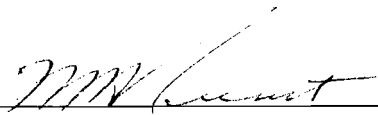
Multiple of Direct Salaries

Lump Sum X Reimbursable Expense

Days to Complete 365 Fee this Service Order \$ 179,770.00

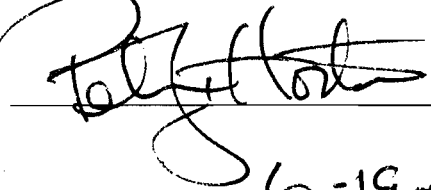
Payment for Services shall be in their entirety as per PSO.

**Prepared by:**

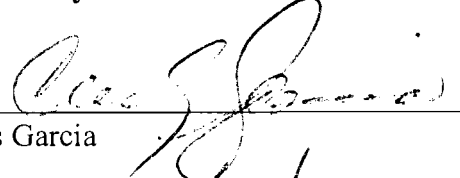
  
Milford A. Reisert

Date: 5-23-06

**Recommended by:**

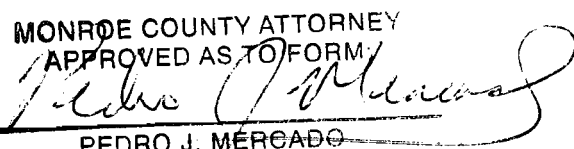
  
Date: 6-19-06

**Accepted by:**

  
Carlos Garcia  
Date: 5/22/06

**Approved by:**

Date:

**MONROE COUNTY ATTORNEY**  
**APPROVED AS TO FORM:**  
 6/27/06  
**PEDRO J. MERCADO**  
**ASSISTANT COUNTY ATTORNEY**

## Scope of Services

### DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2006 – September 30, 2007

#### Overview

The Key West International and Florida Keys Marathon Airports' Disadvantaged Business Enterprise Program was established in 2000 in accordance with the requirements of the U. S. Department of Transportation's guidelines 49 CFR Part 26. The objectives of the Airports' DBE Program were and still are:

1. That Disadvantaged Business Enterprises shall be assured, to the fullest extent possible, the opportunity to participate in the performance of contracts assisted in whole or in part with Federal funds, and
2. That no person, subject to the activities of the Monroe County Board of County Commissioners shall, on the basis of race, color, national origin, or sex, be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any contract assisted in whole or in part with Federal funds.
3. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts; and ensure that the DBE Program is narrowly tailored in accordance with 49 CFR Part 26.
4. To ensure that only firms which fully meet the Department of Transportation's Eligibility standards are permitted to participate as DBE's.
5. To help remove barriers to the participation of DBE's in DOT – assisted Contracts.

In March 1999, the Disadvantaged Business Enterprise (DBE) Regulation, 49 CFR Parts 26 & 23 Airport Concessions, took effect and revamped the U.S. Department of Transportation's (US DOT) DBE Program and imposed requirements on States to narrowly tailor their DBE Programs and establish a Unified Certification Program (UCP). The UCP will provide "one-stop-shopping" for DBEs for certification. One-stop-shopping means that an applicant for DBE Certification in a State will file only one application and go through one certification review to achieve DBE Certification. The UCP agreed to DBE Certification based on mandatory reciprocity among the certifying entities in the State.

In 2004, the Key West International & Florida Keys Marathon Airports (Airports) became certifying members of the Unified Certification Program (UCP) within the State of Florida. As certifying agencies, the Airports have the responsibility of adhering to and upholding all UCP and DOT rules and regulations regarding the DBE program. The Airports will need to stay abreast of UCP issues and modify/update their own DBE programs to incorporate UCP procedures, reporting, and forms. The current Key West International & Florida Keys Marathon Airports DBE Plan, created in 2000, needs to be updated to maintain consistency with the Florida UCP guidelines.

## Scope of Services

### DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2006 - September 30, 2007

The Key West International Airport is developing a new terminal building. The estimated cost of this project is around \$30 million. With partial FAA funding anticipated for this project, the airport will need to establish and regulate DBE goals for this major effort. Compliance and monitoring for this project are crucial to adhere to FAA and DOT regulations. A new terminal building may also mean the opportunity for DBE concessionaires and a need for the development of a DBE concession plan. The Florida Keys Marathon Airport is hopeful to begin air carrier services in the near future. Additionally, Florida Keys Marathon Airport is to receive a grant for repairs due to hurricane damage.

Due to the afore mentioned issues, it is important that Key West International & Florida Keys Marathon Airports continue the implementation and development of their DBE Program and DBE Support Services.

This scope of services identifies the elements and tasks the Montgomery Consulting Group (MCG) will undertake to provide support services for the Disadvantaged Business Enterprise (DBE) Plan Implementation envisioned by airport staff for Key West International Airport and Florida Keys Marathon Airport. The time period for this scope of services is estimated from October 1, 2006 through September 30, 2007.

MCG's main coordination for this project will be with the airport's Disadvantaged Business Enterprise Liaison Officer (DBELO), Peter Horton, and other key airport staff such as Jerome Fain Jr., and URS project director, Mil Reisert. However, MCG may coordinate directly with other airport staff as required to accomplish the scope of services. URS is to be copied on all correspondence to Monroe County Airports.

## Scope of Services

### DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2006 – September 30, 2007

#### Specific Elements/Tasks

##### Element 1. DBE Certification Support Services

1. Accept, maintain & review applications for DBE certification under 49 CFR Parts 23 & 26. This task includes identification of request of needed additional information from applicants and completion of on-site visit report for applicants that are located in Monroe County. Coordination will be made with the applicant and appropriate agencies for applicants located outside of Monroe County. The UCP has currently identified 15 firms that the Key West International and Florida Keys Marathon Airports have the responsibility to manage as a responsibility of UCP participation. Labor hours and out of pocket expenses for certifying up to 5 additional applicants has been included in this scope, along with development, delivery and review of No Change Affidavits which each certified firm is required to complete on their yearly certification anniversary date (additional applications would require an increase in budget);
2. Make written recommendations to the Airport DBELO as to whether applicant firms should be considered for certification by the Airport(s)/UCP and prepare (as appropriate) a draft certification letter and certificates. For firms ineligible for certification, a letter stating the reason why the firm cannot be certified will be prepared for the DBELO;
3. Attend UCP meetings for the Airport(s) (up to 4 have been included) to keep abreast of the current UCP and future changes to the UCP and coordinate UCP issues to the DBELO. Any changes or updates that need to be made in accordance with UCP rules and regulations will be discussed with the DBELO via transmittal letter, e-mail or formal consultation;
4. Maintain a Directory of DBEs certified by the Monroe County Airports. The directory will be documented in accordance with UCP regulations and contain all required UCP fields/categories. This DBE Directory will be updated each time a new firm is certified. The DBE Directory will be kept on hand at the Airports as well as posted to the FDOT UCP DBE Online DBE Directory;
5. Attend FDOT DBE & UCP training on the DBE Program. Periodically, within the state, the FDOT provides training on the DBE program and the UCP to keep airports and other agencies up to speed on changes and updates in both programs. When available and when applicable, MCG staff will attend these training sessions for the Airport(s);
6. Prepare a monthly report for the DBELO on the status of DBE applications and DBE activities. The monthly status report will include the status of DBE applicants, certified DBEs and the date/status of their Annual No Change Affidavit, DBE Inquiries (firms which have shown interest in the DBE program, but have not formally submitted an application for DBE certification, Closed

## Scope of Services

### DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2006 – September 30, 2007

Applicant Files (applicants that submitted an application, but then never submitted all required documentation) and Denied Applicants (including comments on the reason that the firm could not be certified). The report will also include any and all support services performed in that specific period for the DBE program.

#### Element 2. DBE Outreach Support Services

1. Contact DBE firms in regards to potential DBE contracting opportunities at the airport(s);
2. Identify potential DBE contracting opportunities at the Airport including DBE concessionaires;
3. Attend pre-proposal conferences to address the goals of the DBE program and provide a listing of the certified DBE firms. Attendance at 3 pre-proposal conferences has been budgeted;
4. Provide DBE Support Services Seminars for DBE firms including, but not limited to explanation of Bid proposals & RFQs, upcoming opportunities for DBEs, DBE Compliance issues & compliance/monitoring forms and completion of Annual No change Affidavits. Training sessions will be held once a quarter. 4 training sessions/seminars have been budgeted and provide DBE services for the Business to Business mentoring program to assist DBE firms with networking and provide matchmaking between DBE Firms and Non-DBE Firms;
5. Update & maintain the Key West International & Florida Keys Marathon Airports DBE website to include information regarding the DBE program for the purpose of increasing awareness of the DBE program and inclusion of the DBE Directory. DBE Opportunities, the DBE Newsletter and the DBE Directory will also be updated on the website as needed;
6. Development and distribution of an airport (s) DBE Newsletter to highlight DBE firms and current DBE opportunities at the airport(s). An updated distribution list for the newsletter will be created for each newsletter issued to incorporate newly certified DBEs, along with any other new contacts or interested firms. 4 newsletters have been budgeted.



## Scope of Services

### DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2006 – September 30, 2007

#### Element 3. DBE Program Monitoring and Compliance

1. Make recommendations regarding monitoring and reporting recommendations related to DBE goals/good faith effort, DBE program, compliance, and language in requests for proposal, contract documents; and develop a systematic approach for reporting DBE Compliance information to the Airport; and summarize the DBE Program performance on a quarterly basis.
2. Be available to the DBELO for consultation on DBE issues; and
3. Conduct “Good Faith Efforts” audits and contract compliance monitoring for each AIP Project and Make project site visits to investigate actual DBE project participation;
4. Coordinate with the airport’s general consultant/engineer on DBE goals/good faith effort, DBE program compliance and language in requests for proposal and contract documents.
5. Prepare the DBE Goal and Methodology including any required updates in accordance with FAA guidelines for next fiscal year for Key West International Airport and Florida Keys Marathon Airport and update the DBE Plan to incorporate changes by the UCP;
6. Update ACDBE Concession plan for Key West International Airport and Florida Keys Marathon Airport to address Concessionaire development, regulation, compliance and monitoring;
7. Prepare DBE Availability Study including identifying the businesses in Key West International Airport and Florida Keys Marathon Airport’s market area willing and able to perform a service or provide a commodity procured by the Airport. The tasks will include: a) Review various sources to identify the businesses ready willing and able to perform on Airport projects, b) Contact the firms via email or telephone in the Airport’s market area to identify any issues that may have prevented firm from bidding on Airport projects, c) Compile a list of issues that may be preventing the firms from participating on Airport projects, d) Provide a written report of the study’s findings.
8. Prepare a draft of the FAA reporting forms for DBE compliance as required by the airport and DBELO. Including, but not limited to annual DBE Concessionaire Awards & Commitments Reports and annual DBE Goal Methodology Updates;
9. Provide assistance to the DBELO in identifying grievance issues and assistance in handling any DBE appeals.

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**IKE**

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**INDEPENDENT KOST ESTIMATES**

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P. O. Box 46681  
St. Pete Beach  
Florida 33741

(727) 367-2910

June 17, 2006

Ms. Bevette Moore  
Business Coordinator  
Airports Business Office  
3491 S. Roosevelt Boulevard  
Key West, Florida 33040

Subject: Key West International Airport  
Consultant Fee Assessment

Dear Ms. Moore:

Attached is my assessment of the consultant fees for the proposed DBE Support Services for DBE Implementation Plan for Key West International Airport and Florida Keys Marathon Airport. This estimate covers all tasks which are included in the scope of services for this project.

The estimated consultant fee for the proposed project is \$153,390.

I am also attaching an invoice for \$550 for my services.

Please do not hesitate to call should you have any questions regarding my assessment.

Thank you for giving me the opportunity to prepare this estimate. If I can be of any service in the future, please let me know.

Sincerely,

  
Ikaris (Ike) A. Cakarnis  
Airport Engineer

Attachments

June 17, 2006

**KEY WEST INTERNATIONAL AIRPORT AND  
FLORIDA KEYS MARATHAN AIRPORT  
DBE SUPPORT SERVICE FOR  
DBE IMPLEMENTATION PLAN**

**INDEPENDENT COST ESTIMATE**

**SUMMARY OF CONSULTANT FEE ESTIMATE**

1. DBE Certification Support Services	<b>\$ 41,570</b>
2. DBE Outreach Support Services	<b>\$ 52,890</b>
3. DBE Program Monitoring and Compliance	<b>\$ 43,490</b>
4. Direct Costs	<b>\$ 15,440</b>
<b>TOTAL</b>	<b>\$ 153,390</b>

**1. DBE Certification Support Services**

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Project Manager	72	\$ 129	\$ 9,288
DBE Specialist	332	77	25,564
DBE Coordinator	80	49	3,920
DBE Outreach	40	70	2,800

**TOTAL** **\$ 41,570**

**2. DBE Outreach Support Services**

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Project Manager	64	\$ 129	\$ 8,256
DBE Specialist	136	77	10,472
DBE Coordinator	240	49	11,760
DBE Outreach	320	70	22,400
<b>TOTAL</b>			<b>\$ 52,890</b>

**3. DBE Program Monitoring and Compliance**

Project Manager	96	\$ 129	\$ 12,384
DBE Specialist	364	77	28,028
DBE Coordinator	40	49	1,960
DBE Outreach	16	70	1,120
<b>TOTAL</b>			<b>\$ 43,490</b>

**4. Direct Costs**

A. Airline Tickets Orlando - Key West	12 x \$ 400	\$ 4,800
B. Lodging 8 nights x \$140/night		\$ 1,120
C. Per Diem 8 days x \$40/day		\$ 320
D. Local Telephone - 12 months x \$100/month		\$ 1,200
E. Newsletter copying & distribution 4 newsletters x \$500/newsletter		\$ 2,000
F. Miscellaneous - 12 months x \$500/month		\$ 6,000
<b>TOTAL DIRECT COSTS</b>		<b>\$ 15,440</b>